

WREATH DONATION GUIDELINES

You are invited to participate in the annual “CCA Festival of Trees” by decorating and donating a Christmas wreath or wall hanging to be placed in competition and be auctioned through “silent auction” at this event. All decorated wreaths and wall hangings become the property of Chesapeake Cancer Alliance and the proceeds from the auction of these wreaths and wall hangings will be donated to CCA to fund Cancer LifeNet. Decorated Door Christmas Trees, Wreaths and Wall Hangings will be on display to the public on Friday evening, November 29th, and Saturday, November 30th at the Bel Air Reckord Armory, 37 N Main St, Bel Air.



The following deadlines and regulations apply to donors and decorators of wreaths and wall hangings. Please read carefully.

If you have further questions or need clarification, please contact Sandy Guzewich at 410-838-3987, or Liz Weigl at 410-838-8247, or Pat Kirkpatrick at 410-459-4451. All wreaths must be **EVERLASTING** per state and town requirements. Things to remember when decorating your wreath:

- A wreath hanger must be used. However, plastic hangers are not permitted.
- Nails and screws are not allowed. Only removable adhesive hooks are permitted to attach anything to the doors or to secure and hide electrical cords.
- Must be artificial.
- All decorations must be nonflammable or fireproofed.
- Minimum wreath size is 16 inches in diameter.
- A Christmas, winter theme, and lighted wreaths sell the best.
- Make sure the construction is sturdy and durable and that quality materials are used.
- Tumbleweeds, straw, hay, etc. are not permitted.
- All wreaths and accessories become the property of CCA Festival of Trees and will be priced and sold as such.
- Displays cannot extend further than the width of the door.

The following items are **PROHIBITED** –UNWRAPPED EDIBLE ITEMS, SPRAY ADHESIVES, GLITTER, CONFETTI, ARTIFICIAL SNOW. Glitter covered ornaments are permissible but all preparations must be done prior to arrival at the armory. No spraying after arrival at the armory will be permitted.

Decorations MUST BE WIRED TO THE WREATH SECURELY. Please make sure your WREATH is stable and secure. No active (flashing, blinking, and twinkling) lighting is permitted.

Please keep all your receipts for IRS tax purpose.

SET-UP - Set-up starts Friday, November 29, 2019 at 7:30AM and ends at 12:00, noon. **All decorating must be completed by 12:00, noon.**

Please arrive early. Your wreath should be completely decorated and ready for hanging upon your arrival. The CCA design team will arrange wreaths for best viewing by the public. When you arrive you will be directed to place your decorated wreath on the edge of the stage. The design team will position your wreath for best viewing. CCA will provide extension cords for all wreaths needing electricity. Take all boxes, storage and containers home with you. We ask that you not have children under age 10 with you.

***Two Complimentary tickets for entrance to the Festival of Trees will be waiting for you on set-up day. The complimentary tickets can be used on both Friday, November 29th and Saturday, November 30th. Please see Sandy Guzewich, Liz Weigl, or Pat Kirkpatrick for your tickets.*

PUBLIC VIEWING The CCA Festival will be open to the public on Friday, November 29, from 4:00 to 8:00 PM and Saturday, November 30th, from 9:00 AM to 4:00 PM. Admission is \$7.00. Trees, wreaths, wall hangings, and gingerbread houses must be picked up by winning bidders on Saturday, November 30th, from 5:00 PM to 6:30 PM.

JUDGING This year, again, the Festival will open Friday night, November 29, from 4:00 to 8:00 PM to the public. At this time patrons will be invited to vote on their favorite Tree, Wreath and Gingerbread House. On Saturday the ribbons will be on display for everyone attending the festival to see.

We are asking you to help by creating and donating a decorated wreath for this event. Decorated wreaths will be placed in two categories, "Best in Show" and "Most Creative". Friday night patrons will be asked to vote for the "Best in Show" and "Most Creative" wreaths. Winning ribbons will then be on display Saturday, November 30, from 9:00 AM to 4:00 PM.

WREATH DONATION APPLICATION FORM – NOTE: DEADLINE IS OCTOBER 30, 2019

Thank you for participating in the 2019 CCA Festival of Trees Fundraiser. Your wreath or wall hanging is a donation to the Chesapeake Cancer Alliance and will be sold by silent auction as a fundraiser for CCA and Cancer LifeNet. Your donation helps us provide much needed support programs for cancer patients in Harford County and Lower Cecil County through the Cancer LifeNet program. **Your donation stays in Harford County and provides needed support for cancer patients.**

PLEASE PRINT

Please check if decorated by a group of youths

Business/Group/Individual: _____
(Written as you would like it to appear on wreath sign)

Address: _____ City _____ Zip _____

Contact Person: _____

Contact Telephone #: _____ Email Address _____

Size of wreath: _____

***Please initial & date that guidelines have been reviewed** _____.

Signature _____ Date _____

QUESTIONS? Contact **Sandy Guzewich**, email: dcguzzy@gmail.com or **Liz Weigl**,
e-mail: sullione@verizon.net and mention **Festival of Trees** in subject.

Please email or mail back completed application to:

Sandra D. Guzewich
1313 Gibbs Court
Bel Air, MD 21014
dcguzzy@gmail.com

Liz Weigl
1308 Gibbs Court
Bel Air, MD 21014
sullione@verizon.net